

Appendix B
Sonning Common Parish Council
Openness of Local Government Bodies Regulations 2014
Media Policy

1. Facilities for Recording Meetings

Sonning Common Parish Council (SCPC) will provide suitable facilities for the media and public to record and comment upon council meetings **using the press and public's own technical equipment**. These will include seating, a desk (if required) and power supply. SCPC will ensure that attendees of meetings are able to hear proceedings clearly.

2. Procedure for Handling Requests for Filming

SCPC will request that any member of the media or public wishing to record/comment upon meetings informs either the Council Chairman or Parish Clerk/Deputy Clerk in advance.

During this initial contact the council's representatives will seek to obtain contact details for the film-maker and the intended use for the recording. A discussion will take place as to what facilities may be required and where and how filming should take place (so as not to disrupt proceedings).

The council's representative will provide the film-maker with a notice outlining the public's rights and responsibilities with regard to filming/recording council meetings (including guidance on circumstances where filming/recording will be not allowed/suspended).

The council's representative will ask the film-maker to respect the privacy rights of any individual member of the public attending the meeting who does not wish to be filmed/recorded.

3. Informing the Public of Their Rights to Film/Record Council Meetings

At the outset of every meeting the chairman will state (if any members of the media/public are present):

Please note that this is a public meeting and the public and media have a statutory right to record it. See the council's public notice for further information on the recording of meetings.

4. Public Notice

SCPC will make available in meeting rooms a notice for the press and public to advise them of their rights and responsibilities with regard to recording/commenting upon proceedings. This will include details of circumstances where filming will be disallowed or suspended ie. If the Council moves into confidential session; or if the chairman believes that recording processes are disrupting proceedings or inhibiting public participation in proceedings.

5. Standing Orders

SCPC will revise its standing orders to reflect the Council's policy in respect of meeting the obligations of the Openness in Local Government Bodies Regulations 2014.